

UNITED STATES DEPARTMENT OF AGRICULTURE

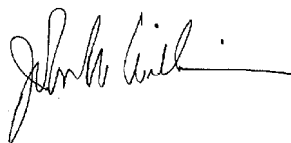
Farm Service Agency
Washington, DC 20250

Notice FI-2479

For: State and Concentration Banking County Offices

Concentration Banking System Changes

Approved by: Acting Deputy Administrator, Management



1 Overview

**A
Background**

Currently, County Offices that participate in the Concentration Banking System (CBS) transmit CCC-257 data to the State Office. The State Office monitors and merges all the County Offices' CCC-257 data for transmission to KCFO.

Software modifications included in County Release No. 458 will modify the CBS application so that CCC-257 data is bundled at the County Office and transmitted directly to KCFO.

**B
Purpose**

This notice provides instructions for:

- new procedures for confirming, queuing, and bundling/transmitting CCC-257 data
- using the CBS phone-in system if there is a transmission failure or error.

**C
Contacts**

If there are any questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact Lenior Simmons, FMD at 703-305-1313.

Disposal Date

February 1, 2002

Distribution

State Offices; State Offices relay to applicable
County Offices

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2 Action

A County Office Action

After installing County Release No. 458, CBS County Offices shall transmit CCC-257 data directly to KCFO according to this notice.

B State Office Action

After County Offices have installed County Release No. 458, State Offices shall:

- ensure that all CBS County Offices follow the instructions according to this notice
- **not** process any phone-ins for a CBS County Office that has County Release No. 458 installed
- **no longer** need to monitor schedule activity for a CBS County Office that has County Release No. 458 installed
- continue to monitor and merge SSCCAM1 files until all CBS sites have installed County Release No. 458.

Note: State Office CBS software will be removed from the S/36-AS 400 in a future software release.

3 Processing CBS Files in County Offices

A Recording Data and Preparing CCC-257

County Offices shall:

- record data and prepare CCC-257 as instructed in 3-FI
 - use instructions in this notice to queue and bundle/transmit CCC-257 data.
-

B Confirming Deposits

After each Current Day or the Manual CCC-257 has been prepared, it must be confirmed in the CBS system to avoid overdrawing or underdrawing the loan depository account according to the following table.

Note: When preparing the manual CCC-257, Schedule of Deposit Verification Screen AHK00510 will no longer display the following options:

- This Deposit was phoned in to the State Office.
 - This Deposit was not phoned in to the State Office.
-

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3 Processing CBS Files in County Offices (Continued)

Step	Menu or Screen	Action	Result	
1	Accounting Main Menu AAA000	ENTER "2", "Cash Receipts Function"	Cash Receipts Main Menu AGK000 will be displayed.	
2	Cash Receipts Main Menu AGK000	ENTER "4", "Perform Concentration Banking Functions"	Concentration Banking Menu AMA000 will be displayed.	
3	Concentration Banking Menu AMA000	ENTER "1", "Confirm Deposit"	IF...	THEN...
			untransmitted CCC-257's are not on file	Local Deposit Confirmation Screen AMK30501 will be displayed. PRESS "Cmd7" to return to Concentration Banking Menu AMA000.
			untransmitted CCC-257's are on file	Untransmitted Schedules Screen AMA54010 will be displayed with the following options: <ul style="list-style-type: none"> "Enter" to move to Screen AMK30501 PRESS "Cmd5" to print the untransmitted schedules and move to Screen AMK30501. PRESS "Cmd7" to return to Concentration Banking Menu AMA000.

Accounting

081 LITTLE RIVER

Display

AMA54010

Untransmitted Schedules Screen

Version: AD50

01-16-2001

08:05

Term E3

Schedule	Date	Schedule Amount	Status
0414	01-10-2001	\$1,988.00	D
0415	01-16-2001	\$6,796.00	D

These Deposits have NOT been Transmitted.

Date CBS Start: 01-01-2001

Enter=Continue

Cmd5-Print Schedules

Cmd7=End

Roll=Page

** End of File **

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3 Processing CBS Files in County Offices (Continued)

B
Confirming
Deposits
(Continued)

Step	Menu or Screen	Action	Result
4	Untransmitted Schedules Screen AMA54010	PRESS either of the following: <ul style="list-style-type: none"> "Enter" to continue processing "Cmd5" to print schedules and continue processing. 	Local Deposit Confirmation Screen AMK30501 will be displayed.
5	Local Deposit Confirmation Screen AMK30501	Enter: <ul style="list-style-type: none"> CCC-257 number confirmed deposit amount PRESS "Enter". 	Local Deposit Confirmation Screen AMK30501 will be redisplayed with the following options: <ul style="list-style-type: none"> PRESS "Cmd5" to complete transaction, which will update the transmission hold file. Go to Step 6. PRESS "Cmd7" to return to Menu AMA000 without completing transaction.
<div> <div>Accounting</div> <div>081 LITTLE RIVER</div> <div>Confirm</div> <div>AMK30501</div> </div> <div> <div>Deposit Confirmation Screen</div> <div>Version: AD50 01-16-2001 08:50 Term E3</div> </div> <hr/> <div> <div>LOCAL DEPOSIT CONFIRMATION</div> </div> <div> <div>Schedule of Deposit Number</div> <div>0414</div> </div> <div> <div>Confirmed Deposit Amount</div> <div>\$1,988.00</div> <div>(shown on the returned deposit ticket)</div> </div> <div> <div>Cmd5=Complete Transaction</div> <div>Cmd7=End</div> </div>			

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3 Processing CBS Files in County Offices (Continued)

B
Confirming
Deposits
(Continued)

Step	Menu or Screen	Action	Result	
6	Local Deposit Confirmation Screen AMK30501 will be redisplayed with the following message, "Record Added for Transmission. Press "Enter" to input another."	PRESS either of the following: <ul style="list-style-type: none"> • "Enter" • "Cmd7". 	IF...	THEN...
			"Enter" is pressed	Local Deposit Confirmation Screen AMK30501 will be redisplayed to confirm another CCC-257.
			"Cmd7" is pressed	Accounting Main Menu AMA000 will be displayed. Notes: "Cmd7" does not cancel the transaction. If "Cmd 5" was pressed in Step 5, the record will be added to the transmission.

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3 Processing CBS Files in County Offices (Continued)

C

Queuing CBS File

After confirming, use the instructions provided in the following table to queue the CBS data.

Note: Sign on the S/36-AS 400 using the Headquarters County CBS Communications ID.

Step	Menu or Screen	Action	Result
1	Primary Selection Menu FAX250	ENTER "6", "Telecommunication Functions".	Telecommunications Functions Menu FAX271 will be displayed.
2	Telecommunications Functions Menu FAX271	ENTER "5", "Queue Concentration Banking Transmission File".	Untransmitted Schedules Screen AMA54010 will be displayed.
3	Untransmitted Schedules Screen AMA54010	PRESS "Enter".	Transmission file SSCCCAM3 will be created and Reminder Screen AMA00010 will be displayed. Note: SSCCCAM3 replaces SSCCCAM1 as the CBS Transmission file.
4	Reminder Screen AMA00010	PRESS "Enter".	Telecommunications Functions Menu FAX271 will be redisplayed.
<div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> Accounting Reminder Screen 081 LITTLE RIVER Transmit Version: AC97 01-16-2001 10:45 Term E3 AMA00010 </div> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;">REMINDER</p> <p style="text-align: center;">Bundle and transmit the AM3 file as follows:</p> <ul style="list-style-type: none"> - FAX250, Opt. 6 - Telecommunication Functions - FAX271, Opt. 4 - Transmit or Receive Files and Libraries - FCA923, Opt. 8 - Transmit Daytime Files <p>Enter=Continue</p> </div>			

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3 Processing CBS Files in County Offices (Continued)

D

Transmitting CBS File

After queuing the AM3 transmission file, use the instructions in the following table to transmit the file.

Notes: Daytime transmission does not require a dedicated system, but the user must be signed on the S/36-AS 400 at the console using telecommunications ID.

The CBS transmission file will no longer be automatically transmitted at a pre-set time entered by the County Office, as required by the previous CBS software.

The file transmission to KCFO must be completed no later than 3:45 p.m. Central (standard/daylight) time, to be included in today's workday. Allow approximately 20 minutes for daytime transmission to complete.

Step	Menu or Screen	Action	Result
1	Primary Selection Menu FAX250	ENTER "6", "Telecommunications Functions"	Telecommunications Functions Menu FAX271 will be displayed.
2	Telecommunications Functions Menu FAX271	ENTER "4", "Transmit or Receive Files and Libraries".	Transmit or Receive Files and Libraries Menu FCA923 will be displayed.
3	Transmit or Receive Files and Libraries Menu FCA923	Enter "8", "Transmit Daytime Files".	Transmission file SSCCAM3 will be bundled and transmitted. Transmit or Receive Files and Libraries Menu FCA923 will be displayed. Note: Refer to paragraph 4 if there is transmission failure.

4 CBS Phone-in System

A

Overview

Errors in transmissions may occur as a result of overdraws, underdraws, or no withdraws from CCC's account at the local depository.

After installing County Release No. 458, County Offices shall use the CBS phone-in system if:

- there is a transmission failure and the County Office is unable to transmit their current day data directly to KCFO
- contacted by KCFO of a rejected or returned ACH
- there is an error in the transmission schedule and a balance in the local depository account.

Note: If the AM3 file is transmitted successfully, do **not** also use the CBS phone-in to report your deposit data, because this will cause both the AM3 file and the phone-in data to be rejected in Kansas City.

B

Outlining General Operating Procedures

Listed below are the general operating procedures for the CBS phone-in system:

- A touch tone phone must be used to operate the CBS phone-in system
- If more than 3 invalid entries are made in a Menu, the user will be disconnected

Note: Not responding to a System prompt within 5 seconds is considered an invalid entry.

- The maximum time period for a call is 20 minutes.

Note: If this time is exceeded, the user will be disconnected.

- If a call is terminated by the CBS phone-in system, the County Office shall call back when the correct information is available.
 - All calls not completed by 3:55 p.m. central (standard/daylight) time will be processed the next workday.
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4 CBS Phone-in System (Continued)

C

Validating Procedures

The CBS phone-in system will verify all selections entered by repeating the entry and announcing:

"If this is correct, press 1, if not, press 2".

Note: If "2" is pressed because the entry is **not** correct, the system will return to the beginning of the applicable Menu.

D

CBS Phone-in System Telephone Number

County Offices shall call the CBS Phone-in System at 816-823-5130.

E

Specifying Required Data

County Offices shall have the following data available before calling the CBS phone-in system:

- 2-digit State code
 - 3-digit county code
 - State-County Office Check Digit
 - schedule number, date, and amount.
-

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4 CBS Phone-in System (Continued)

F

Using the CBS Phone-in System

The following table provides instructions on using the CBS Phone-in System.

Step	Voice Message	Action
1	<p>"Welcome to the FSA Concentration Banking System".</p> <p>"If you are unable to transmit your CBS schedule and want to report your deposit data, PRESS 1".</p> <p>"If you have been notified by the Kansas City Finance Office of a rejected ACH resulting from a previously transmitted CBS schedule, PRESS 2."</p> <p>"If you have an error with a CBS schedule that was previously transmitted with a total less than the actual deposit resulting in a balance in the local depository account, PRESS 3".</p> <p>Note: If the telephone line is busy, the following message will be received:</p> <p>"Welcome to the FSA Concentration Banking System. All our lines are currently busy. Please wait for the first available line."</p>	<p>PRESS 1, 2, or 3 and validation procedures will take place.</p> <p>Note: Options 2 and 3 should only be used if there has been contact with KCFO.</p>
2	"Please enter your 2-digit State code".	Enter the 2-digit State code and validation procedures will take place.
3	<p>"Please enter your 3-digit county code."</p> <p>Note: Offices with multiple County Offices shall ensure that the 3-digit county code is for the County the CCC-257 was recorded. (It is not always the headquarters county code).</p>	Enter the 3-digit county code and validation procedures will take place.

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4 CBS Phone-in System (Continued)

F
Using the CBS
Phone-in System
(Continued)

Step	Voice Message	Action
4	"Please enter your 1-digit State-County Office check digit".	Enter the 1-digit State-County Office check digit. In addition to the regular validation procedures, the system will verify that the check digit is valid for the State and county codes that have been entered.
5	"Please enter your 4-digit schedule number". Note: "0" must be entered as the first digit of the schedule number.	Enter the 4-digit schedule number and validation procedures will take place.
6	"Please enter your 8-digit schedule date". The schedule date includes a: <ul style="list-style-type: none"> • 2-digit month • 2-digit day • 4-digit year. Example: "January 15, 2001 is 01152001". Note: The schedule date cannot be: <ul style="list-style-type: none"> • more than 1 year old • a future date. 	Enter the schedule date and validation procedures will take place.

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4 CBS Phone-in System (Continued)

F
Using the CBS
Phone-in System
(Continued)

Step	Voice Message	Action
7	<p>"Please enter the schedule amount, including cents, followed by the pound sign. For whole dollar amounts, enter zero, zero cents".</p> <p>Examples:</p> <ul style="list-style-type: none"> • Enter "500000#" if the schedule amount is \$5,000.00. • Enter "10353248#" if the schedule amount is \$103,532.48. <p>Note: If the phone-in is being made because there is a balance in the local depository account and Option "3" was taken on the first menu, only enter the amount of the balance that remains in the local depository.</p>	Enter the schedule amount and validation procedures will take place.
8	<p>If the call is completed before 3:55 p.m. central (standard/daylight) time, the following message will be received:</p> <p>"Thank you. Your transaction has been accepted and will be processed in today's business day".</p> <p>If the call is completed after 3:55 p.m. central (standard/daylight) time, the following message will be received:</p> <p>"Thank you. Your transaction has been accepted and will be processed in the next business day".</p>	Call will be terminated.
